



City of Phoenix

CITY PROSECUTOR (Non-classified)

JOB CODE 10170

Effective Date: 05/93

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise the prosecution of cases filed in the Phoenix Municipal Court within the jurisdiction of the Office of the City Attorney, which includes all violations of the City Charter, City ordinances, and Arizona statutes which are within the original or concurrent jurisdiction of the Phoenix Municipal Court. Work is performed under the direction of the City Attorney within the limits of general policies of the City and established standards and practices of the legal profession. Supervision is exercised over all professional and administrative support staff members of the Criminal Division.

ESSENTIAL FUNCTIONS:

- Plans, organizes, directs, implements, and seeks alternative approaches to prosecution activities as well as administrative functions;
- Reviews legislation affecting criminal prosecution;
- Works with Police Department to coordinate efforts and provide training;
- Trains new attorneys through key subordinates and evaluates their performance for future assignments;
- Reviews reports received from supervising attorneys and follows up on unusual or critical items;
- Prepares standards and procedures for and coordinates work of professional and administrative support staff;
- Gives oral and written advice to the Mayor and City Council, City Manager, other officials, and City department heads on matters pertaining to criminal law which actually does or may involve the City of Phoenix;
- Assigns Assistant City Prosecutors to case preparation, trial work, legislative analysis, and other special projects on the basis of their varying backgrounds and capabilities;
- Represents the City before groups to explain legal policies and procedures;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;



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- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:

- City codes and state statutes, with emphasis on criminal law.
- Judicial procedures and rules of evidence.
- Principles of criminal law and appeal procedures related to violations of municipal ordinances and state statutes.
- Principles and practices of personnel management and supervision.

Ability to:

- Analyze, appraise, and organize facts, evidence, and precedents and present them in oral and written reports.
- Work cooperatively with other employees, customers, clients, and the public.
- Comprehend and make inferences from written material.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, spelling, and legal citations.
- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with judges, attorneys and the public using a telephone and in group and face-to-face, one-to-one settings.
- Enter and retrieve data or information from a terminal, PC, or other keyboard device.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Admission to the State Bar of Arizona.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of experience as a practicing criminal attorney, including two years of substantial involvement in the management process and policy making function of a law office (or two years at the Assistant City Attorney III level), and graduation from an accredited school of law. Other combinations of experience and education that meet the minimum requirements may be substituted.



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